

CITY OF MONROE WATER & SEWER UTILITY BILLING AUTOMATIC PAY PROGRAM

Save time, postage, and eliminate the need of writing a check to pay your water and sewer utility bill by using the new ***City of Monroe Water & Sewer Utility Billing Automatic Pay Program***. You now have the option to have your water and sewer utility bills directly deducted from your checking or savings account.

If you have a checking or savings account, your bill amount can be automatically deducted electronically. This plan makes it easier and more convenient for you by:

- Paying your bill on-time
- Knowing in advance when your bill will be paid
- Reducing the hassle of obtaining and paying for postage
- Reducing the amount of checks to write
- Eliminating having to mail the payment or paying it at City Hall
- Reducing potential late payments and penalties

This program will also assist in keeping our operating costs down. ***There is no cost to participate in this program from the City of Monroe!***

HOW TO JOIN?

The program works by you completing the City of Monroe Water & Sewer Utility Billing Automatic Pay Authorization Agreement form. This form authorizes the City of Monroe to directly deduct your bill amount from your checking or saving account. The form is available at the Water Department in Monroe City Hall or you can access it on the City of Monroe website (www.monroemi.gov) as a fillable form under "Documents – Forms & Permits – Water." Just complete the form and attach a voided check (checking accounts) or deposit slip (savings accounts) in order to ensure the correct financial institution account number and routing number are used. Remember to sign the form before dropping off at our office or mail to: City of Monroe Water Department, 120 East First Street, Monroe, MI 48161.

HOW DOES THE PROGRAM WORK?

Once the City of Monroe Water & Sewer Utility Billing Automatic Pay Authorization Agreement form has been received and approved, your information will be entered into our billing software system. On the ***next available billing cycle***, your payments will be deducted automatically through the program on the bill due date. As part of the program you will still receive your quarterly water and sewer utility bill as normal so you will have a record of your bills. On the bill it will be printed "**BILL PAID THROUGH AUTOMATIC PAY PROGRAM.**" You can verify that payment was made on your next bank statement. If you want to stop using the Automatic Pay Program, simply complete, sign, date, and submit the Automatic Pay Termination Form available at the Water Department in Monroe City Hall or on the City of Monroe website (www.monroemi.gov) as a fillable form under "Documents – Forms & Permits – Water."

If you have any questions about the City of Monroe Water & Sewer Utility Billing Automatic Pay Program, please call the City of Monroe Water Department at (734) 384-9150.

***NEW! – EBILLING FOR WATER / SEWER ACCOUNTS IS AVAILABLE!
SIGNUP WITH THE AUTOMATIC PAY PROGRAM OR CONTACT WATER DEPARTMENT
TO HAVE YOU BILL EMAILED TO YOU.***